



**TILE LAYER – MQF/EQF LEVEL 3  
INFORMATION HANDBOOK**

**ON**

**The process of validation of informal and non-  
formal learning for Tile Layers**

### **The Assessment Board:**

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Tile Layer validation process. Successful candidates acquire an *Award as Tile Layer* pegged at Level 3 of the Malta Qualifications Framework and also the European Qualifications Framework and which is endorsed by the Malta Further and Higher Education Authority (MFHEA).

### **Eligibility:**

Candidates who are interested in acquiring the *Award as Tile Layer* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years' experience** in the respective field. This is in line with the S.L. 607.02 of 2012 which regulates the Validation of Informal and Non-formal Learning process. Prior to the assessment candidates need to present an official Employment History to confirm the years of experience to the Assessment Board. Candidates applying for the Skill Card through the Building Industry Consultative Council (BICC) are exempt from submitting the Employment History.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

### **Initial Assessment Plan:**

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award in Tile Layer* and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

### **Assessment Criteria:**

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards from the following link: <https://qualifications.mfhea.gov.mt/#/more-database/a31c6a68-25f2-42b0-a375-c7686456a343>

### **TLY 301 – Apply Occupational Health and Safety and Working Practices**

1. Use protective clothing and safety equipment to according to specific tasks.
2. Use and store materials hazardous to health in a safe manner.
3. Carry out safe working practices to prevent hazards and to ensure the safety of workers and members of the public.
4. Carry out safe working practices using appropriate equipment and materials to prevent damages to work areas.
5. Carry out the safe erection, use and dismantling of simple scaffold platforms less than 2m high.
6. Set up safety barriers around a work environment hazard to protect workers and members of the public.

### **TLY 302 – Identify, Equipment and Components**

1. Identify and select tile laying materials from given specifications.
2. Identify and select floor and wall tiles from given specifications.
3. Identify and select grades of sands, cements, aggregates, limes and plasticisers for specific applications based on their technical properties.
4. Explain possible environmental issues resulting from tile manufacturing techniques and tile laying materials.

### **TLY 303 – Calculating, Positioning and Drawing**

1. Obtain and apply accurate dimensions from drawings of linear, rectangular, circular and triangular configuration.
2. Compile and apply overall linear dimensions from drawings.
3. Calculate volumes from dimensions obtained from drawings.
4. Measure and calculate as fitted work.

## **TLY 304 – Identifying and Applying Systems, Equipment and Components**

1. Prepare and compact sub grade and sub base material.
2. Clean manually and neatly floor and wall tiles.
3. Grout floor and wall tiles neatly and with a uniform grouted seams ready for commissioning.
4. Lay wall and floor tiles to high degree of flatness and levelled seams.
5. Lay and compact concrete in-situ flooring and finish surface.
6. Cut a chase and a pipe hole in a brick or block wall using hand power tools.
7. Cut accurately wall and floor tiles of different materials by hand using the correct hand and power tools.
8. Calculate the quantity and cost of materials required from drawings of linear and rectangular.
9. Calculate rectangular volumes from dimensions taken off drawings of linear and rectangular configuration.
10. Calculate areas from dimensions taken off drawings of linear and rectangular configuration.
11. Advice customers on type of tiles, fixing methods and quantity of materials required.

### **Mode of Assessment:**

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

#### **A. Practical Work**

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated workshop or on site. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might need to be scheduled.

#### **B. Knowledge and Understanding**

Candidates will be assessed on knowledge and understanding orally during an interview and in writing through a written test paper.

### **C. Interview to verify product evidence and supplementary evidence**

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates will need to present a portfolio which should contain their CV, the Reference Letter/s and any photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with MFHEA. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

#### **Resits:**

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The areas of further development may include:

- Health & Safety Course (Safety Card)
- MCAST / Jobsplus Training Programmes
- On-Site Training
- Evidence of Training

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit.

#### **Appeals:**

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.